

North Fork Rancheria Indian Housing Authority  
57907 Old Mill Site Court  
North Fork, CA 93643  
(559) 877-7360

Board of Commissioners Meeting Minutes  
Zoom Meeting  
March 25, 2020  
5:00 pm

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Commissioners Present

Thomas Galt  
Bobby Hale  
Christopher Aguirre  
Shannon Wentworth  
Elaine Fink  
Katrina Guitierrez  
Jacquie Van Huss

Commissioners Absent

Richie Cline

Staff

Paul Irwin  
Debora Kerns Barba  
Bernice Polkenhorn

Guests

Maryann McGovran

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A. CALL TO ORDER:

Bobby Hale called the meeting to order at 5:10 pm.

B. ROLL CALL AND QUORUM DETERMINATION:

Roll was called and it was determined that a quorum was present.

C. APPROVAL OF AGENDA:

Katrina Guitierrez motioned to approve the agenda, Christopher Aguirre seconded, and the motion carried 7/0/0.

D. APPROVAL OF MINUTES 3/11/2020:

Bobby Hale motioned to approve the 3/11/20 meeting minutes, Christopher Aguirre seconded, and the motion carried 4/0/3. Elaine Fink, Shannon Wentworth and Thomas Galt abstained.

E. REPORTS:

(1) Director:

i. COVID-19 Precautions:

The Director reported that as approved by the BOC, and effective Thursday, March 19, 2020, until further notice:

- The NFRIHA office will be closed to the public, staff may be contacted by phone or email.

- The housing rehabilitation program will be temporarily suspended for new and current applicants.
  - Rental unit maintenance requests will be limited to emergencies only.
  - All other housing programs and forms of financial assistance will continue to operate.
  - Housing applications and documents may be submitted by email, fax, mail or placed in the drop box at the NFRIHA Office.
  - Rent shall be paid by mail or placed in the drop box at the NFRIHA Office.
- ii. **2017 ICDBG – Sierra Mono Museum:**  
The director reported that we entered a contract with Overhead Door Company of Fresno for an overhead security grille that will go between the lobby and reception. Estimated install could be 3-5 weeks. Security and Surveillance is functional, and keys have been turned over to SMM Board. Paint touch up on the exterior is also planned pending weather.
- iii. **2018 ICDBG – Cultural and Environmental Protection Center:**  
The director reported that a revised floor plan was provided on 3/17/20. The director has provided to Tribal Council and staff and will be replying with any comments.
- iv. **2019 IHBG Competitive Funding - Infrastructure:**  
The director reported that the updated environmental assessment with a finding of no significant impact is complete and ready to be published. Staff held a video conference with the engineers on 3/23/20. The grading plan has adjusted based on the updated topographical surveying. We are still working through the logistics of the water booster system; 3 phase power was recommended for a pump but is not available on the site which would be very costly to bring in from parcels north of the site. The director presented the revised grading option.
- v. **32886 Road 222 North Fork, CA 93643:**  
The director reported that the crew has been continuing with framing, and the next phase will be plumbing.
- vi. **Low-Income Tax Credits (LIHTC):**  
The director reported that on 3/16/20 he provided the BOC with the published list of applications received from the March 9<sup>th</sup> LIHTC application due date. NFRIHA's application self-scored the highest amongst applications submitted for the Rural-Native American Apportionment. NFRIHA has not received any further information from the California Tax Credit Allocation Committee.
- vii. **FY 2019 Audit:**  
The director reported that we completed our audit and had no findings. We felt the auditors were very thorough and provided many beneficial recommendations. Recommendations will be further discussed in executive session, many of which we have been working to address.
- viii. **Community Meetings:**  
The director reported that the public meetings previously reported were cancelled or postponed.

(2) Chairperson:

(3) Other:

i. Monthly Report:

Staff provided the monthly report for February. FY 2020 funds were received on 2/27/20, so those allocations were added to the applicable programs.

ii. Maintenance Report:

Staff provided the monthly maintenance report for February.

The director recommended moving available non-program income from FY 2019 (net-income) to checking III. The director advised that any future shortfall in checking II could come from the grant rather than non-program funds which cannot be recovered. Bobby Hale motioned to approve to move \$5,801.93 from checking II to checking III, Christopher Aguirre seconded, and the motion carried 6/0/1. Jacquie Van Huss abstained.

**F. NEW BUSINESS:**

(1) XXG0203 Roofing Procurement:

i. Mid State Construction: \$10,300.00

ii. Darrel Herzog Roofing: \$14,115.00

iii. Roofs 4 America: \$17,410.00

The director reported that this procurement is applicable to a rehabilitation scope of work that was previously approved. We informed the contractor that this project is temporarily on hold, and he said that it was allowable to place a three or four-month term of completion on the contract, and said that he had a waiting list on his schedule. Bobby Hale motioned to approve Mid State Construction in the amount of \$10,300, Jacquie Van Huss seconded and the motion carried 7/0/0.

**G. OLD BUSINESS:**

**H. EXECUTIVE SESSION:**

Bobby Hale motioned to go into executive session at 5:38 pm, Elaine Fink seconded, and the motion carried 7/0/0.

(1) [REDACTED]

Staff reported that the first applicant on the waiting list declined the unit, and that it was offered to the second on the list who has accepted with an April 1<sup>st</sup> move-in date.

(2) [REDACTED]

Staff reported that this unit was offered to the next household on the two-bedroom waiting list who has accepted with an April 1<sup>st</sup> move-in date.

- (3) [REDACTED]:  
Staff reported that this unit will become vacant as of April 1<sup>st</sup>, and staff will be making a selection from the one bedroom waiting list.
- (4) [REDACTED]  
The director presented an updated scope of work per the recommendations at the last meeting. Jacquie Van Huss motioned to approve the scope of work for the amount of \$47,656.84, Katrina Guitierrez seconded, and the motion carried 7/0/0.
- (5) **Audit Recommendations:**  
The director will email the written audit recommendations provided by the auditor, and we can discuss in further detail in the future. One recommendation was to protect the identity of applicants so we have restricted the first two digits on Tribal ID's.
- (6) **Policies:**  
Policy meeting for April 4<sup>th</sup> has been postponed, April 25<sup>th</sup> date to tentatively remain on the calendar.
- (7) **COVID-19:**
- i. **Employees:**  
Discussion occurred regarding the safety of employees, emergency paid leave to be provided under the Families First Coronavirus Response Act, and allowability to charge grants pursuant to OMB guidance and HUD. Recommendation to develop policy language allowing for emergency paid leave.
  - ii. **Tenants:**  
Discussion regarding rents, and NFRIHA's ability to reduce rents to 30% of a household's adjusted gross income. Consensus of the BOC to work with households on a case-by-case bases to update incomes and adjust rent due to a loss of income. Late fees will not be applicable for those waiting on income or unemployment documentation to update. Notice to be issued to tenants regarding income re-certification, with additional COVID-19 related information and resources.
  - iii. **Contingency Planning:**  
Tribal Council representative advised of available PPE equipment available for construction crew. Consensus of the BOC to only perform rehabilitation work for emergencies and to subcontract as possible, non-emergency work orders within other tribal facilities also to be postponed.

Bobby Hale motioned to come out of executive session at 6:27pm, Jacquie Van Huss seconded, the motion carried 7/0/0.

**I. NEXT MEETING:**

April 8, 2020 at 5:00 pm via Zoom Meeting.

**J. ADJOURNMENT:**

Bobby Hale motioned to adjourn at 6:30 pm, Elaine Fink seconded, and the motion carried 7/0/0.

MINUTES TRANSCRIBED BY:

Bernice Polkenhorn  
Bernice Polkenhorn, NFRIHA Office Assistant

COMMISSIONER APPROVAL

At a meeting of the Board of Commissioners of the North Fork Rancheria Indian Housing Authority, called and convened on the 8<sup>th</sup> day of April 2020 at which a legal quorum was present, these minutes were approved as written by a vote of 7 for, 0 against, and 1 abstaining.

Patricia Anthony  
Commissioner

4/8/2020  
Date

Benny E. Hill  
Commissioner

4/8/2020  
Date